



Special Event Guidelines Security

As an event organizer, you must provide a safe and secure environment for your event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type, time of day and location of your event, as well as the overall activities proposed to take place in association with your event, are all areas that need to be analyzed in depth and addressed through your security plan.

Once your security plan has been submitted, the San Diego Police Department will review the plan and has final authority to require a minimum number of licensed private security guards, volunteer and staff positions as well as police officers and traffic controllers necessary to staff your proposed event.

Role of the Host Organization

The Host Organization is responsible for the safety and security of the people and physical elements in and around your venue. Ensuring the safety of all those affected by your event includes implementing safety measures that address all aspects of your proposed event. These measures may involve hiring private licensed security and/or implementing other safety strategies ranging, but not limited to, lighting, music genre selection, alcohol management, and venue design, etc.

Role of Private Security

Private security is typically used at events to enforce the operations and management of a broad array of safety measures ranging from crowd control within and around the venue, VIP



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management, and parking lot enforcement to identification checks, beer garden safety, money transfers, and/or any rules and regulations established by the Host Organization, etc. It is the responsibility of the Host Organization to contract with a licensed private security company and to ensure that the company has the ability to respond to the security needs of the event and surrounding environment. Private security officers have no police powers except the ability to perform a citizen's arrest.

Role of the Police Department

The San Diego Police Department may require department staff to be present at your event to supplement your security plan and to provide additional presence at your event. These sworn officers are there to enforce laws. It is not the responsibility of police officers to provide the services that are the job of private security staff. If your special event impacts the community outside your venue, police services in addition to those needed to directly support your event may be required.

The San Diego Police Department has final authority over your event safety requirements. If the number of licensed private security guards approved by the Police Department is not provided, and/or proves inadequate, the San Diego Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Host Organization.

PRIVATE SECURITY COMPANY REQUIREMENTS

Most events require services of a professional security company licensed by the State of California to help develop and manage an appropriate security plan. A representative of this



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company should work closely with you to review and analyze your proposed event. The security company representative should assist you in identifying points of concern and potential problems. The representative should help you make recommendations to rectify concerns and/or potential problems and recommend the number of licensed private security guards needed at your event. The security company representative may also recommend the number of non-licensed volunteers and other staff that may be needed at your event. Should your event use private security as part of your safety plan, it is critical that you coordinate areas of responsibility with the San Diego Police Department prior to the onset of your event.

All security companies operating in the State of California are required to have a Private Patrol Operator License (PPO License) that is issued through the State of California Department of Consumer Affairs. This license allows the company to operate a security business and provide services to the public.

A security guard employed by a security company is required to have a Guard Card Permit that is issued through the Department of Consumer Affairs. This guard card allows the individual to work as a guard and provide security services to the public.

If a security guard is armed, in addition to a guard card, an Exposed Weapons Permit is required. The permit has restrictions and requires the guard be in uniform to carry the weapon in an exposed manner. If hiring an armed, plainclothes guard with the weapon carried in a concealed manner, the courier is also required to have a Concealed Weapons Permit.

It is your responsibility to maintain written verification that the private security company you select to provide service at your event has all required licenses and authorization to operate in the State of California and the City of San Diego. You are also required to maintain written verification that all personnel assigned to positions designated for a licensed security guard have a valid guard card.



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USE OF VOLUNTEERS

As part of your event security plan, the San Diego Police Department may allow you to use volunteers in specific predetermined locations and capacities that do not require licensed security guards. Should the volunteer services fail to be provided, and/or prove inadequate; the San Diego Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Host Organization.

FIRST AMENDMENT ACTIVITY

Special events sometimes attract First Amendment, or free speech, activity such as protests, petition gathering and leafleting. The San Diego Police Department is responsible for managing protest activity. Generally, protestors have the right to be within sight and sound of an event. If your event is free and open to the general public, the Police Department will not remove an attendee, even if that attendee is associated with a protest group, unless the individual is disrupting the event or engaging in other illegal conduct.

When First Amendment activity is anticipated at your event, the Police Department will discuss the handling of the activity with you and may make suggestions to ensure the safety and rights of all are protected. Ultimately, the manner in which the activity will be managed depends on a number of factors including how the special event is organized, the location and venue configuration of the event, the number of people involved, the type of protest activity anticipated, and the city resources available to manage the overall scope of activities.



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ILLEGAL VENDING

The City of San Diego Special Events Ordinance gives you exclusive control and regulation of any concessionaires within your defined event venue. To regulate vendors within your permitted area, submit a complete list of vendors and coordinate an enforcement plan with the San Diego Police Department prior to your event. Failure to provide a complete vendor list and to coordinate with the police department prior to your proposed event may inhibit your ability to enforce this aspect of the Special Events Ordinance. Because park and beach regulations vary, contact the appropriate division of the Park and Recreation Department if your event is on park land.
